



**Public Safety Communications Advisory Commission and  
Statewide Interoperability Executive Committee**

**Arizona Regional All-Hazards COML Recognition Procedure**

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# Arizona Regional All-Hazards COML Recognition Procedure

## 1 Introduction

### 1.1 Purpose

This document describes the procedure for being recognized as an Arizona Regional All-Hazards Communications Unit Leader (COML). It is intended for those individuals who meet the recommended Federal Department of Homeland Security (DHS) All-Hazards COML guidelines for eligibility, training and experience, and are requesting recognition as Arizona Regional All-Hazards Communications Unit Leaders.

### 1.2 Definitions

An All-Hazards COML is defined by DHS as a person that plans and manages the technical and operational aspects of the communications function during an all-hazards incident or event.

“Arizona Agency” refers to any Arizona police, fire, Emergency Medical Service (EMS), municipal, county, State, tribal, or federal Agency, or Non-Governmental Organization (NGO) performing public safety or public service activities.

### 1.3 Scope

The COML plays a critical role within the National Incident Management System (NIMS). The federal government has left it up to each state to determine how All-Hazards COMLs will be recognized. This procedure applies to those individuals who meet the recommended DHS All-Hazards COML guidelines for eligibility, training and experience, and are requesting recognition as Arizona Regional All-Hazards Communications Unit Leaders.

This procedure differs from the procedure followed for certification as a Red Card COML by the Arizona State Wildfire Qualification Review Committee under National Wildfire Coordinating Group (NWCG) guidelines. Red Card COMLs have already met many of the prerequisites for the Arizona Regional All-Hazards COML designation and are encouraged to complete the balance of the requirements outlined in this procedure to receive recognition as an Arizona Regional All-Hazards COML.

### 1.4 References

This document references the NIMS Communications Unit Workgroup Policies and Procedures (“NIMS-CU Workgroup Policies and Procedures”), available online at:  
<http://www.azpsic.gov/library/coml>.

### 1.5 Administration

Arizona’s Public Safety Interoperable Communications (PSIC) Office, with guidance from the Statewide Interoperability Executive Committee (SIEC) and the Public Safety Communications Advisory Commission (PSCC), is responsible for administering this procedure.

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## 1.6 Document Terminology

The terms “shall,” “must,” “will,” and “required” are used throughout this document to indicate required parameters and to differentiate from recommended parameters. Recommendations are identified by the words “should,” “desirably” and “preferably.”

## 1.7 Updates & Revisions

This document will be reviewed annually and updated as needed. Individuals requesting recognition as Arizona Regional All-Hazards Communications Unit Leaders are responsible for checking the PSIC website at [www.azpsic.gov/COML](http://www.azpsic.gov/COML) to obtain the current release of this document. Those wishing to recommend revisions or additions to this document should send their recommendations electronically to [psic@azpsic.gov](mailto:psic@azpsic.gov) or in writing to the PSIC Office, c/o Arizona Strategic Enterprise Technology (ASET) Office at 100 N 15<sup>th</sup> Avenue, Suite 400, Phoenix, AZ 85007.

All recommended revisions to this document will be reviewed by the National Incident Management System-Communications Unit (NIMS-CU) Workgroup, which will recommend appropriate changes to SIEC. SIEC must then approve all such changes and submit them for approval to PSCC. Revised versions of this document will be effective once approved by PSCC.

## 2 Recognition Procedure

### 2.1 Requirements Overview

Individuals seeking recognition as an Arizona Regional All-Hazards COML will:

1. Meet federally required course prerequisites for All-Hazards COML Training
2. Complete a DHS approved NIMS-compliant All-Hazards COML Training Course
3. Complete and be signed off on the comprehensive position-specific All-Hazards COML Taskbook by an appropriate Arizona Agency
4. Submit evidence to the PSIC Office that they have met the prerequisites and completed the training and Taskbook

The above steps must be carried out in accordance with requirements specified in the NIMS-CU Workgroup Policies and Procedures.

### 2.2 Course Prerequisites

Federally required All-Hazards COML course prerequisites related to public safety communications background, skills, knowledge, experience and ICS training are published on the DHS SAFECOM website at:

<http://www.safecomprogram.gov/SAFECOM/currentprojects/comltraining/>.

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### 2.3 Training Course

Arizona Regional All-Hazards COMLs must complete a federally recommended All-Hazards COML training course. DHS, through the Federal Emergency Management Agency (FEMA), currently utilizes a four-day curriculum offering NIMS-compliant instruction. At the conclusion of each Communications Unit Training Course, National Emergency Training Center (NETC) Admissions will log each student who successfully completed the course into the NETC national database and mail a Certificate of Completion to each student. [Note: In the past, Certificates of Completion were issued in other ways, and certificates previously issued in another manner will be accepted.]

### 2.4 Taskbook

The All-Hazards COML Taskbook requires a COML candidate to demonstrate satisfactory performance of each of its listed tasks. Taskbooks may include experience within the three years prior to the candidate's completion of All-Hazards COML Training.

Further, candidates have three years following completion of All-Hazards COML training to complete the Taskbook.

### 2.5 Application

If a qualified candidate wishes to be recognized as an Arizona Regional All-Hazards COML, he/she must be qualified by an Arizona Agency and submit all required application materials to the PSIC Office as specified in the NIMS-CU Workgroup Policies and Procedures. Instructions and forms for submitting applications will be provided on the PSIC website at [www.azpsic.gov](http://www.azpsic.gov).

### 2.6 Recognition

Applicants granted recognition by the NIMS-CU Workgroup will be issued a document confirming their designation as an Arizona Regional All Hazards COML and will be added to the Arizona Regional All-Hazards COML Resource List.

The designation remains current for three years after the date the individual is recognized by the NIMS-CU Workgroup, unless terminated or renewed.

### 2.7 Records

As requested by SIEC, centralized record keeping for Arizona Regional All-Hazards COMLs will be provided by the PSIC Office, which will maintain the Arizona Regional All-Hazards COML Resource List.

Tactical Interoperable Communications Plans (TICPs) and the Communication Assets Survey and Mapping Tool (CASM) may refer to the Arizona Regional All-Hazards COML Resource List.

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### **2.8 Agency Certification Changes**

Status as an Arizona Regional All-Hazards COML is dependent upon continued affiliation with an appropriate Arizona Agency, and the Agency's concurrence that the individual continues to be qualified.

Certification with an Arizona Agency may be withdrawn or revised, as described in the NIMS-CU Workgroup Policies and Procedures.

### **2.9 Renewal**

Prior to the expiration of the three-year recognition period, recognized Arizona Regional All-Hazards COMLs seeking renewal of their designation must request renewal and submit materials as directed in the NIMS-CU Workgroup Policies and Procedures.

### **2.10 Continuing Education & Experience**

Participation in education on public safety communications as a student or instructor is strongly recommended for all COMLs, and they are encouraged to participate regularly in training, exercises, incidents and planned events to keep their skills current.